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VISITOR TRAINING PROCEDURE

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Amy Tehan)
- Approved by: Manager, ESH&A (Tom Wessels)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training, Records & Documents, 151 TASF.

2.0 REVISION/REVIEW LOG

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

This procedure provides the Laboratory's visitor training requirements and guidelines for application of these requirements.

4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

4.1. Definitions:

Activity/Area Specific Training

Specialized training required for visitors due to the potential hazards that may be encountered when visiting or working in a specific location (*Area Specific Training*) or performing a particular task (*Job (Activity) Specific Training*).

Confidential Information

Unpublished research results, ideas, and descriptions of products originating from or developed through Ames Laboratory work that are or may be used in the commercialization of Ames Laboratory technologies.

Host

An Ames Laboratory employee or associate who serves as an escort or contact for a visitor.

Visit

A visit is defined as a stay at the Ames Laboratory, absent an official Ames Laboratory appointment (i.e., employee or associates).

Visitor

Anyone entering Ames Laboratory, with the exception of employees and associates who have received General Employee Training (GET).

5.0 PERFORMANCE

5.1. General Requirements

- 5.1.1. Hosts are responsible for the safety of their visitors and shall ensure that visitors receive adequate orientation and training for the actions they undertake while at the Laboratory.
- 5.1.2. For recurring visits, training shall be updated per review schedule or whenever the visitor is exposed to new potentially hazardous activities.
- 5.1.3. Those that are actively performing research for more than ten (10) working days must complete the [Hazard Inventory \(HI\)](#), [Training Needs Questionnaire \(TNQ\)](#), and [Associateship Form](#). All three forms are available on the Ames Laboratory web site.
- 5.1.4. If the visitor has unescorted access to laboratories, shops, or construction sites, the host shall ensure the visitor has received Hazard Communication (Right-To-Know) Training.

Note: Disclosures of confidential information to non-Ames Laboratory personnel must be documented and controlled using the [Non-disclosure Agreement Form](#), also available on the Ames Laboratory website. The form must be fully executed by the ALD for SRA and the individual or the individual's employee before disclosure of information can occur.

5.2. Training Guidelines

The following guidelines are designed to assist in the administration of visitor training.

Description of visit	Training
Brief delivery and pickup visits or meeting attendance.	No training is required.
Escorted access to laboratories, shops, and offices or unescorted access to offices.	Hosts are referred to the Ames Laboratory Visitor Guide (Guide 10200.001) for review of safety concerns and visitors' responsibilities. Address the necessary safety concerns and review the visitor's responsibilities.
Unescorted access to laboratories, shops, and construction sites (for conducting limited and defined activities) working 10 days or less.	Hosts are requested to distribute and review the contents of the Ames Laboratory Visitor Guide. Ensure the visitor has received Hazard Communication / Right-To-Know Training (ESH&A will provide this training if necessary). Ensure visitor receives activity/area specific training.

Description of visit	Training
Unescorted access to laboratories, shops, and construction sites for more than ten (10) working days.	Hosts are required to assist visitors in the completion of the Hazard Inventory (HI), Training Needs Questionnaire (TNQ) and Associateship Form. Notify the ESH&A Training Office, 151 TASF (294-9972) that the visitor needs General Employee Training (GET). Ensure that the visitor receives activity/area specific training.

6.0 POST PERFORMANCE ACTIVITY

At the end of each visit, the host should ensure the visitor returns all personal protective devices, tools, instruments and equipment, dosimetry, records, documents, and other items supplied by the Laboratory to the appropriate Laboratory office.

7.0 ADDITIONAL INFORMATION

- [Ames Laboratory Visitor Guide](#) (Guide 10200.001)
- [Hazard Inventory Form](#) (Form 46601.021)
- [Training Needs Questionnaire](#) (Form 48202.006)
- [Associateship Form](#) (Form 48200.010)